



*Grounded in the intersection of faith and learning,
Oak Hall Episcopal School is dedicated to developing each student's fullest potential.*

JOB DESCRIPTION MIDDLE SCHOOL ELA/WRITING TEACHER

Oak Hall Episcopal School (OHES) seeks a suitably qualified Middle School ELA/Writing teacher for the 2026-2027 school year. The position commences August 3, 2026.

The teacher has the responsibility of providing an optimal learning environment that meets the needs of all students. A climate of mutual respect must be maintained at all times. It is expected that you will keep yourself informed regarding advancements in educational practices, and provide opportunities for children to grow academically, spiritually, socially, physically, and emotionally.

Responsibilities include, but are not limited to:

- Plan and teach ELA/Writing lessons for:
Sixth Grade;
Seventh Grade; and,
Eighth Grade.
- Develop and implement a comprehensive novel study unit that aligns with ELA standards and supports unit themes;
- Provide homeroom supervision and assist with Chapel set up;
- Plan and teach a Middle School elective class;
- Provide a classroom environment that is inviting, student-centered, safe, and organized;
- Treat each child with dignity and respect, avoiding public humiliation at all times;
- Model the Eight Expectations for Living and utilize the seventeen classroom practices as prescribed by the Great Expectations methodology;
- Build rapport with parents through e-mails, notes, and personal contact etc., so as to maximize each child's potential for success;
- Conduct formal and informal assessments (observations, portfolios, anecdotal records) on each child with written documentation (including report cards); and,
- Supervise students at all times, ensuring the safety and well-being of all students.

Additional Requirements include, but are not limited to:

- Ensure appropriate and available technology is integrated;
- Schedule and organize curriculum-supporting field-trips;
- Attend Professional Development and Teacher Workdays;

- Attend faculty meetings;
- Continue to update the Curriculum Map;
- Supervise:
 - Early Arrival (rotating basis);
 - Lunch; and,
 - Dismissal.
- Attend School functions outside of regular teaching hours as required. These functions include, but are not limited to:
 - Meet, Greet & Complete;
 - Parent-Teacher Conferences;
 - Grade Orientation;
 - Grade Gathering;
 - Chili Cook-Off & Trunk-or-Treat;
 - Christmas Program;
 - Auction;
 - Dinner Theater; and,
 - Episcopal Schools Celebration.
- Attend Daily Chapel; and,
- Other duties as assigned by the Headmaster

The day is full, and you will need to make the most of the time you have with your class. In addition to ELA/Writing, students have a full schedule with relatively little “down time”.

There is also the potential for the successful candidate to teach Owl University sessions (afterschool program) and/or Summer Camp. Both these activities attract additional remuneration.

Requirements:

- Bachelor’s degree (master’s preferred) in a relevant field of education;
- Classroom teaching experience in this age group, or demonstrated professional competency;
- Ability to organize time and prioritize tasks;
- Works collaboratively and maintains positive, professional relationships with colleagues and parents;
- Strong interpersonal and written/verbal communication skills;
- Genuine affinity for working with children and families in an educational setting; and,
- Sense of humor.

The successful candidate will be required to pass a background check and complete the school modules of the Safe Church program, and CPR/AED training.

About Oak Hall Episcopal School:

Oak Hall Episcopal School, accredited by the Southwestern Association of Episcopal Schools and recognized by the Oklahoma State Department of Education, is located in Ardmore, Oklahoma. Currently, OHES enrolls over 175 students, Preschool through the Eighth Grade.

Founded in 1977, the School affiliated with the Episcopal Diocese of Oklahoma in 1990, and moved to its present, purpose-built location in 1996. OHES offers a full curriculum of subjects, religious education classes and daily Chapel. Classroom work is augmented by a variety of afterschool sports, arts, and special interest activities. All classes take place in a safe, nurturing, and joyful learning environment.

How to apply:

Please contact the Headmaster, Ken Willy, by phone: (580) 226-2341 or by e-mail: ken.willy@oakhallschool.com with questions about this position and/or to learn more about Oak Hall Episcopal School.

If you are interested in this position, please e-mail your application directly to the Headmaster. Application material should consist of:

- Cover letter (including what interests you in this position);
- Resume; and,
- List of three professional references.

While there is no formal deadline, please note that application material will be reviewed on a rolling basis until the position is filled.

Oak Hall Episcopal School – Where Every Student is Nurtured, Known, and Loved!